



VFC Provider Staff Training

The 2021 VFC Provider Staff Training is available. If you are a Vaccine Coordinator or a Back-up Vaccine Coordinator you have until February 28th, 2021 to complete this course. After that time, your facility vaccine orders will be held until the course is complete by all coordinators.

Staff Changes

If there are any staff or facility changes that are not yet reflected in VacTrAK, please follow the instructions and links found on the [Notification of Staff or Facility Changes](#) table. To change any user information, please use the form to [Add/Modify Users](#).

Instructions

1. Go to <https://hsstraining.alaska.gov/login>
2. When you are prompted to enter an employee number:
 - a. State employee login: six digit employee number
 - b. Non-state employee login: first initial last name
 - i. Example: Amanda Smith=asmith
3. If you need a password, select "Request or Reset Password", and follow the prompts.
4. Check your email for a password reset link and click that link to set your password.
5. On the [homepage](#), click on "VFC Provider Staff Training" located under the *Section of Epidemiology Training* header.
6. Click on "Complete Course".
7. At the end of the course, **complete the final quiz**.
8. Optional: view and save your certificate of completion.

Contact the Immunization Helpline

Anchorage: 907-269-8088 | Toll Free: 888-430-4321 | Email: immune@alaska.gov | Fax: 907-562-7802

Website: <http://dhss.alaska.gov/dph/Epi/iz/Pages/default.aspx>